



## Allergy and Anaphylaxis Policy

September 2026



## Allergy and Anaphylaxis Policy

### Contents

#### Contents

|     |                                                        |    |
|-----|--------------------------------------------------------|----|
| 1.  | Introduction .....                                     | 3  |
| 2.  | Purpose Of Allergy Policy.....                         | 3  |
| 3.  | Roles And Responsibilities .....                       | 3  |
|     | PARENT/CARER RESPONSIBILITIES .....                    | 3  |
|     | STAFF RESPONSIBILITIES .....                           | 4  |
|     | CATERING MANAGER.....                                  | 4  |
|     | PUPIL RESPONSIBILITIES.....                            | 4  |
|     | GOVERNOR RESPONSIBILITIES .....                        | 4  |
| 4.  | Allergy Action Plans .....                             | 5  |
| 5.  | Emergency Treatment And Management Of Anaphylaxis..... | 5  |
|     | WHAT TO LOOK FOR:.....                                 | 5  |
|     | ACTION: .....                                          | 5  |
| 6.  | Supply, Storage And Care Of Medication .....           | 6  |
|     | STORAGE .....                                          | 6  |
|     | DISPOSAL .....                                         | 6  |
| 7.  | 'Spare' Adrenaline Auto-Injectors In School.....       | 6  |
| 8.  | Staff Training .....                                   | 7  |
| 9.  | Inclusion And Safeguarding .....                       | 7  |
| 10. | Wellbeing And Bullying.....                            | 8  |
| 11. | Catering .....                                         | 8  |
| 12. | School Trips .....                                     | 8  |
| 13. | Visiting Teams, Other Visitors And Staff .....         | 9  |
| 14. | Allergy Awareness And Nut Bans .....                   | 9  |
| 15. | Risk Assessment .....                                  | 9  |
| 16. | Information Sharing.....                               | 9  |
| 17. | Links With Other Policies .....                        | 10 |
| 18. | Useful Links .....                                     | 10 |
| 19. | Appendix 1: Version Control For: .....                 | 11 |



## Allergy and Anaphylaxis Policy

### 1. Introduction

An allergy is a reaction of the body's immune system to substances that are usually harmless. The reaction can cause minor symptoms such as itching, sneezing, or rashes but sometimes causes a much more severe reaction called anaphylaxis.

Anaphylaxis is a serious, potentially life-threatening allergic reaction. The whole body is affected often within minutes of exposure to the allergen, but sometimes it can be hours later. Causes can include foods, insect stings, and drugs.

Most healthcare professionals consider an allergic reaction to be anaphylaxis when it involves difficulty breathing or affects the heart rhythm or blood pressure. Anaphylaxis symptoms are often referred to as the ABC symptoms (Airway, Breathing, Circulation).

It is possible to be allergic to anything which contains a protein; however, most people will react to a fairly small group of potent allergens. Common UK Allergens include (but are not limited to): -  
Peanuts, Tree Nuts, Sesame, Milk, Egg, Fish, Latex, Insect Venom, Pollen and Animal Dander.

This policy sets out how St John's College School ("the School") will support pupils with allergies, to ensure they are safe and are not disadvantaged in any way whilst taking part in school life.

### 2. Purpose of Allergy Policy

- To minimize the risk of any pupil suffering a serious allergic reaction whilst at school or attending any school-related activity.
- To ensure staff are properly prepared to recognize and manage serious allergic reactions should they arise.

### 3. Roles and responsibilities

#### Parent/Carer Responsibilities

- Prior to entry to the School, it is the parent's/carer's responsibility to inform the admissions team of any allergies by completing and returning the Health Questionnaire. On entry to the School, parents must highlight to the School Nurse any changes to their child's allergy profile/treatment already disclosed. This information should include all previous serious allergic reactions, history of anaphylaxis and details of all prescribed medication.
- Parents are to supply a copy of their child's Allergy Action Plan (British Society of Allergy and Clinical Immunology (BSACI) preferred, see link: [BSACI plans](#)) to the School. If they do not currently have an Allergy Action Plan this should be developed as soon as possible in collaboration with a healthcare professional e.g. GP/allergy specialist.
- Parents are responsible for ensuring any required medication is supplied, in date, with prescription label and replaced as necessary.
- Parents are responsible for keeping the School Nurse up to date with any changes in allergy management. The Allergy Action Plan will be kept updated accordingly.

### **Staff Responsibilities**

- **All staff** will complete anaphylaxis training. Training is provided for all staff on a yearly basis and on an ad-hoc basis for any new members of staff.
- Staff covering classes will be made aware of children with allergies. At Byron House, photo lists of children with allergies are kept easily available stuck in cupboards in classrooms and cover staff are told where to find these lists. At Senior House, internal staff can access medical information on Medical Tracker and external staff will be given a list of medical needs for the sets they will be teaching. Staff (regular or cover classes) must be aware of the pupils in their care who have known allergies as an allergic reaction could occur at any time and not just at mealtimes. Any food-related activities must be supervised with due caution.
- Staff leading school trips will complete a risk assessment that details children with medical needs including allergies and identifies a named first aider whose responsibility it will be to ensure they carry all relevant emergency supplies. Pupils unable to produce their required medication will not be able to attend the excursion.
- The School Nurse will ensure that the up-to-date Allergy Action Plan is kept with the pupil's medication. This Action Plan is kept on Medical Tracker and so available for staff to access.
- Although it is the parent/carer's responsibility to ensure all medication is in date, the School Nurse will check medication kept at school on a termly basis and send a reminder to parents if medication is approaching expiry.
- The School Nurse keeps a register of pupils who have been prescribed an adrenaline auto-injector (AAI).
- The use of any AAI(s) and emergency treatment given must be recorded on Medical Tracker by the First Aider.
- The School Nurse/First Aider ensures that any reaction or near misses are recorded and reported internally or in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Following any serious incident or near miss, the School will take a "no blame" approach focused on learning lessons, and will consider what, if anything, needs to change in training, procedures or communication to reduce the risk of a similar event happening again.
- If a staff member is told about a change in a child's allergy status or management, they are responsible for informing the School Nurse immediately so that the allergy care plan can be updated and relevant staff can be informed.
- In the EYFS environment, staff ensure that children only eat when in the presence of another fully trained adult (full paediatric first aid training).

### **Catering Manager**

- The Catering Manager will ensure the team attend the whole school allergy training on an annual basis.
- Ensure there is an allergy champion on both sites who has sufficient training to fulfil their role.
- Ensure the up-to-date photographs and details of children's allergies are pinned to the wall by the serveries on both sites.
- Support the children with allergies in taking responsibility for being aware of what they can and cannot eat. The youngest children at Byron House (in Pre-Prep) always have a member of staff with them to support with this. From Form 1 upwards, the children take more responsibility but it falls to the catering team to ensure that they take the correct foods.
- Ensure that in Byron House children with allergies have different coloured trays.

### **Pupil Responsibilities**

- Pupils are encouraged to have a good awareness of their symptoms and to let an adult know as soon as they suspect they are having an allergic reaction.
- Where appropriate, and in agreement with the pupil and their parents, close friends of a pupil with a known severe allergy may be made aware of how to summon help in an emergency.

### **Governor Responsibilities**

- To ensure there is a named governor for allergies, currently David Palmer.
- To challenge the School on questions of allergy provision such as training, policy update (annually),

checking incidents, checking we have auto-injectors in school, checking all staff are trained annually and reviewing an anonymised summary of incidents from Medical Tracker.

- To ensure the named governor has appropriate training and is able to visit the School at least annually to meet with the Allergy leads and discuss provision.

#### 4. Allergy Action Plans

Allergy action plans are designed to function as Individual Healthcare Plans (IHPs) for children with food allergies, providing medical and parental consent for schools to administer medicines in the event of an allergic reaction, including consent to administer a spare adrenaline auto-injector.

British Society of Allergy and Clinical Immunology (BSACI) Allergy Action Plans are produced by a medical professional and should not be created by the School. These are a national plan that has been agreed by the BSACI, Anaphylaxis UK and Allergy UK. The Allergy Action Plans are designed to function as an Individual Healthcare Plan (IHP).

#### 5. Emergency Treatment and Management of Anaphylaxis

##### What to look for:

Symptoms usually come on quickly, within minutes of exposure to the allergen.

Mild to moderate allergic reaction symptoms may include:

- a red raised rash (known as hives or urticaria) anywhere on the body
- a tingling or itchy feeling in the mouth
- swelling of lips, face or eyes
- stomach pain or vomiting

More serious symptoms are often referred to as the ABC symptoms and can include:

- **AIRWAY** - swelling in the throat, tongue or upper airways (tightening of the throat, hoarse voice, difficulty swallowing).
- **BREATHING** - sudden onset wheezing, breathing difficulty, noisy breathing.
- **CIRCULATION** - dizziness, feeling faint, sudden sleepiness, tiredness, confusion, pale clammy skin, loss of consciousness.

The term for this more severe reaction is anaphylaxis. In extreme cases there could be a dramatic fall in blood pressure. The person may become weak and floppy and may have a sense of something terrible happening. This may lead to collapse and unconsciousness and, on rare occasions, can be fatal.

If the pupil has been exposed to something they are known to be allergic to, then it is more likely to be an anaphylactic reaction.

Anaphylaxis can develop very rapidly, so treatment is needed that works rapidly. **Adrenaline** is the mainstay of treatment, and it starts to work within seconds.

What does adrenaline do?

- It opens the airways
- It stops swelling
- It raises blood pressure

**As soon as anaphylaxis is suspected, adrenaline must be administered without delay.**

##### Action:

- Keep the child where they are, call for help and do not leave them unattended.
- **LIE CHILD FLAT WITH LEGS RAISED** – they can be propped up if struggling to breathe but this should be for as short a time as possible.

- **USE ADRENALINE AUTO-INJECTOR WITHOUT DELAY** and note the time given. AAls should be given into the muscle in the outer thigh. Specific instructions vary by brand – always follow the instructions on the device.
- CALL **999** and state **ANAPHYLAXIS (ana-fil-axis)**.
- If there is no improvement after 5 minutes, administer second AAI.
- If no signs of life commence CPR.
- Call parent/carer as soon as possible.

Whilst you are waiting for the ambulance, keep the child where they are. Do not stand them up, or sit them in a chair, even if they are feeling better. This could lower their blood pressure drastically, causing their heart to stop.

All pupils must go to hospital for observation after anaphylaxis even if they appear to have recovered as a reaction can reoccur after treatment.

## 6. Supply, Storage and Care of Medication

At St John's College School each pupil's AAls (x 2) are stored in individually named bags with their own medication and Anaphylaxis care plan. The individual bags are stored in a labelled Anaphylaxis unlocked box at the appropriate Reception (Byron House or Senior House) as well as in the Boarding House for Boarders, so that they are always easily accessible. It is the responsibility of each lead teacher to ensure that the appropriate pens are taken to any activity outside of the main school building during the school day and that a child is no further than 5 mins away from their AAls at any time. The individual storage bags of choice at St John's College School are orange.

Each child's medication storage container should contain:

- Two AAls i.e. EpiPen® or Jext®
- An up-to-date allergy action plan
- Antihistamine as tablets or syrup (if included on allergy action plan)
- Spoon if required
- Asthma inhaler (if included on allergy action plan).

Where a child boards, they have a set of epi-pens both at Senior House and in the Boarding House (or in Byron House for younger pupils). At the end of the school day, boarders' AAls remain in the Boarding House. For day pupils, AAls are kept at school and are not routinely sent home each day, unless otherwise agreed with the School Nurse; parents are responsible for checking the in-date device kept at school and for having a spare available at home.

Parents are responsible for ensuring medication is in date, but an alert will be sent by the School Nurse when a notification of expiry is sent from Medical Tracker to make sure they can get replacement devices in good time.

### Storage

AAls should be stored at room temperature, protected from direct sunlight and temperature extremes.

### Disposal

AAls are single use only and must be disposed of as sharps. Used AAls can be given to ambulance paramedics on arrival. If for any reason this does not happen, they should be disposed of in a sharps bin. The sharps bin is kept in the medical room at Senior House and reception at Byron House.

Expired Autoinjectors should be collected by parents for returning to a pharmacy for disposal.

## 7. 'Spare' Adrenaline Auto-Injectors in School

**St John's College School** has purchased spare **AAIs for emergency use with children who are at risk of anaphylaxis**, when their own devices are not available or not working (e.g. because they are out of date) or are experiencing anaphylaxis for the first time.

These are stored in a red labelled storage case kept at Byron House and Senior House receptions as well as Whitfield House (Boarding House). These are kept unlocked, readily accessible to staff and out of pupils' reach.

**St John's College School** holds 8 spare pens which are kept in the following locations:

**Byron House – 4 (2x 0.3mg + 2x 0.15mg)**

**Senior House – 2 (2x 0.3mg)**

**Whitfield House (Boarding House) – 2 (2x 0.3mg)**

The School Nurse is responsible for checking the spare medication is in date monthly and to order and replace as needed.

Written parental permission for use of the spare AAIs is included in the pupil's allergy action plan.

## **8. Staff Training**

The named staff members (at least 2) responsible for coordinating staff anaphylaxis training and the upkeep of the School's anaphylaxis policy are: -

**Althea Pipe, Senior Deputy Head**

**Vicky Coles, School Nurse**

**Rosie Waller, School Nurse**

All staff will complete AllergyWise® allergy and anaphylaxis training annually, and on an ad-hoc basis during induction of new staff.

Training includes:

- Knowing the common allergens and triggers of allergies
- Understanding the difference between food allergy, coeliac disease and food intolerance.
- Spotting the signs and symptoms of an allergic reaction and anaphylaxis. Early recognition of symptoms is key, including knowing when to call for emergency services
- Administering emergency treatment (including AAIs) in the event of anaphylaxis – knowing how and when to administer the medication/device
- Measures to reduce the risk of a child having an allergic reaction e.g. allergen avoidance, knowing who is responsible for what
- Managing allergy action plans and ensuring these are up to date

**St John's College School** ensures that all staff undertake a practical session using trainer devices (these can be obtained from the manufacturers' websites: [www.epipen.co.uk](http://www.epipen.co.uk) and [www.jext.co.uk](http://www.jext.co.uk))

## **9. Inclusion and Safeguarding**

**St John's College School** is committed to ensuring that all children with medical conditions, including allergies, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

## 10. Wellbeing and Bullying

Living with an allergy, and the possibility of anaphylaxis, can be a significant source of anxiety for a pupil and their family. Pastoral staff will be alert to this and will work with parents and, where appropriate, the School Nurse, to support the emotional wellbeing of pupils with allergies.

The School does not tolerate bullying, teasing or exclusion of any pupil because of their allergy. Any such concerns will be treated as seriously as any other form of bullying and dealt with in line with the School's Anti-Bullying Policy.

## 11. Catering

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The School's menu is available for parents to view in advance with all ingredients listed and allergens highlighted on the website: <https://www.sjcs.co.uk/catering-menus>

The Nurse will provide the Catering Manager with an up-to-date record of the School Dietary Register and will update if any additions or amendments need to be made. The Catering Manager will educate the catering team regarding pupil allergies and post the School Allergy Register where it is visible for staff preparing and serving food to see.

At **Byron House** coloured trays are provided to serve children who have known allergies i.e. yellow tray – dairy free, red tray – gluten free. At both Byron and Senior House, photographs and allergy information are pinned up for the catering staff to see easily as they serve the food.

Parents/carers can request to meet with the Catering Manager to discuss their child's needs.

The School adheres to the following Department of Health guidance recommendations:

- Bottles, other drinks and lunch boxes provided by parents for pupils with food allergies should be clearly labelled with the name of the child for whom they are intended.
- For special events where food is sold (e.g. charity events), foods will be labelled clearly with ingredients using the School form. At Byron House, food will only be sold after school or at events parents are present at (or with teachers present). At Senior House children are given more responsibility to check labels themselves, but staff are present and supervising.
- The pupil should be taught to also check with catering staff before selecting their lunch choice.
- Where food is provided by the School, staff are educated about how to read labels for food allergens and instructed about measures to prevent cross contamination during the handling, preparation and serving of food. Examples include: preparing food for children with food allergies first; careful cleaning (using warm soapy water) of food preparation areas and utensils. For further information, parents/carers are encouraged to liaise with the Catering Manager.
- Parents are asked not to bring in food for birthdays or treats to share with others, but instead to bring in a book for the School. Organised bake-sales do take place and parents are aware of these in advance. Food ingredients are advertised with the sales. For children in Byron House, bake sales take place after school when parents are present.
- It is the responsibility of staff organising activities to check whether food used in crafts, cooking classes, science experiments and special events (e.g. fetes, assemblies, cultural events) is suitable for the needs of the children and they should be risk assessed depending on the allergies of particular children and their age.

## 12. School Trips

Staff leading school trips will ensure there is a named first aider for the trip whose responsibility it is to carry all relevant emergency supplies. Trip leaders will check that all pupils with medical conditions, including

allergies, carry their medication. Pupils unable to produce their required medication **will not be able to attend the excursion.**

All the activities on the school trip will be risk assessed to see if they pose a threat to allergic pupils and alternative activities planned to ensure inclusion.

Overnight school trips should be possible with careful planning and liaison between parents and trip leader and/or School Nurse. Staff at the venue for an overnight school trip should be briefed early on that an allergic child is attending and will need appropriate food (if provided by the venue).

### **Sporting Excursions**

Sports staff leading excursions for fixtures are aware of all allergies and are responsible for having a named first aider on the trip. If another school feels that they are not equipped to cater for any food-allergic child, St John's College School will arrange for the child to take alternative/their own food.

## **13. Visiting Teams, Other Visitors and Staff**

Where a visiting team or other visitor is provided with food or drink by the School, they will be asked in advance whether anyone in the group has an allergy the School needs to be aware of, so that appropriate arrangements can be made.

Members of staff with a known allergy are asked to inform their line manager and the School Nurse, so that this can be recorded and appropriate support put in place.

## **14. Allergy Awareness and Nut Bans**

**St John's College School** supports the approach advocated by Anaphylaxis UK towards nut bans/nut free schools. They would not necessarily support a blanket ban on any particular allergen in any establishment, including in schools. This is because nuts are only one of many allergens that could affect pupils, and no school could guarantee a truly allergen free environment for a child living with a food allergy. They advocate instead for schools to adopt a culture of allergy awareness and education.

A 'whole school awareness of allergies' is a much better approach, as it ensures teachers, pupils and all other staff are aware of what allergies are, the importance of avoiding the pupils' allergens, the signs & symptoms, how to deal with allergic reactions and to ensure policies and procedures are in place to minimise risk. As part of being allergy aware, we ask children and staff not to bring in food that contains nuts.

## **15. Risk Assessment**

**St John's College School** will conduct a detailed individual risk assessment for all new joining pupils with allergies and any newly diagnosed pupils, to help identify any gaps in our systems and processes for keeping allergic children safe.

Where a pupil has a known allergy to an airborne or contact allergen, such as pollen, animal dander or latex, the School will put reasonable measures in place to manage the risk of exposure. This may include adjustments to seating, classroom materials or activities involving animals, agreed with parents and the School Nurse as part of the pupil's individual risk assessment.

School and individual risk assessments can be downloaded for free from:  
<https://www.anaphylaxis.org.uk/downloads-form/safer-schools-download/>.

## **16. Information Sharing**

A pupil's allergy information is special category data under UK GDPR. The School will share this information with staff, catering staff and other relevant adults on a need-to-know basis, in order to keep the pupil safe, in accordance with the School's data policies.

## 17. Links With Other Policies

This policy should be read in conjunction with:

- Medical Records Policy
- The Management of Medication
- Administration of Medications Policy
- First Aid and Medical Welfare policy
- Supporting Pupils with Medical conditions and disabilities

## 18. Useful Links

- Anaphylaxis UK - <https://www.anaphylaxis.org.uk/>
- Safer Schools Programme - <https://www.anaphylaxis.org.uk/education/safer-schools-programme/>
- AllergyWise for Schools online training - <https://www.allergywise.org.uk/p/allergywise-for-schools1>
- Allergy UK - <https://www.allergyuk.org>
- Whole school allergy and awareness management - <https://www.allergyuk.org/schools/whole-school-allergy-awareness-andmanagement>
- BSACI Allergy Action Plans - <https://www.bsaci.org/professional-resources/resources/paediatric-allergy-action-plans/>
- Spare Pens in Schools - <http://www.sparepensinschools.uk>
- Department for Education Supporting pupils at school with medical conditions - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf)
- Department of Health Guidance on the use of adrenaline auto-injectors in schools - [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/645476/Adrenaline\\_auto\\_injectors\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf)
- Food allergy quality standards (The National Institute for Health and Care Excellence, March 2016) <https://www.nice.org.uk/guidance/qs118>
- Anaphylaxis: assessment and referral after emergency treatment (The National Institute for Health and Care Excellence, 2020) <https://www.nice.org.uk/guidance/cg134?unlid=22904150420167115834>

## 19. Appendix 1: Version Control for:

Allergy and Anaphylaxis Policy

### Amendment History

| Document Name                  | Ver No. | Modified by                       | Regulation Date | Regulation Para. Ref.     | Change required | Summary of change | Date Approved |
|--------------------------------|---------|-----------------------------------|-----------------|---------------------------|-----------------|-------------------|---------------|
| Allergy and Anaphylaxis Policy | 1.0     | Senior Deputy Head, School Nurses | 01/09/2026      | Allergy Safety in Schools | New policy      | Baseline policy   | 28/09/2026    |
|                                |         |                                   |                 |                           |                 |                   |               |
|                                |         |                                   |                 |                           |                 |                   |               |
|                                |         |                                   |                 |                           |                 |                   |               |

(The above is to be copied to the Compliance Log for any compliance-related changes.)

### Document Information

|                                   |                                                                                                                                                               |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Title:                   | Allergy and Anaphylaxis Policy                                                                                                                                |
| Owned By:                         | Senior Deputy Head                                                                                                                                            |
| Reviewed By:                      | SLT                                                                                                                                                           |
| Approved By:                      | Full Governing Body, by written resolution                                                                                                                    |
| Date Reviewed:                    | September 2026                                                                                                                                                |
| Review Frequency:                 | Annually                                                                                                                                                      |
| Next Planned Review:              | September 2027                                                                                                                                                |
| Current Version No:               | 1.0                                                                                                                                                           |
| Website location:                 | <a href="https://www.sjcs.co.uk/sites/default/files/2026-06/Allergy%20Policy.pdf">https://www.sjcs.co.uk/sites/default/files/2026-06/Allergy%20Policy.pdf</a> |
| Link to Published PDF:            | SharePoint > Policies > Documents > 2026 Policies_Final Versions                                                                                              |
| Network Location of Working Copy: | SharePoint > Policies > Documents > 2026 Policies_Final Versions                                                                                              |